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PLANS AND PROGRAMS STAFF WEEKLY REPORT FOR
PERIOD ENDING 25 MAY 1983

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred
During the Preceding Week:

a. LIMS

(a) Detailed requirements for six of the nine LIMS modules have been submitted to the ODP Quality Assurance Group for formal audit. The remaining modules--Requisition, Procurement, and Management Information--are scheduled for formal audit delivery by 27 May (31 May at the latest). This milestone concludes literally years of work. The next major event will be that of acquiring OL and OF acceptance of these requirements (currently scheduled for late July). Results of the audit and any necessary changes to the requirements will be achieved in the meantime.

(b) P&PS is developing a list of personnel who will represent Supply Division, Procurement Division, and Procurement Management Staff as points of contact for

the LIMS Development Contractor. These same personnel will be called upon to represent their component when conducts the user review of the Detailed Systems Requirements which, once agreed upon, will become the document will use in designing LIMS.

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(c) The study to determine if the customer should be required to provide the Federal Class when ordering materiel in the LIMS system has been completed. It was agreed that the providing of the first four digits will produce significant advantages. The LIMS Development Contractor will be tasked to make this a requirement and also include all of the necessary tools within LIMS so that this requirement has minimal impact on the customer.

(d) Statistical note: 990 data elements have been identified with and linked to LIMS detailed requirements.

**SUBJECT: Plans and Programs Staff Weekly Report for Period
Ending 25 May 1983**

b. Regulations Revisions

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The following regulations were reviewed, commented upon, concurred in, or published during the past week:

Prohibition of Hazardous Items within Agency
Administrative Buildings;

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Office Furniture and Furnishings - All three of these logistics HRs were published during the past two weeks. Its good to see the fruits of our labor from time to time.

Official Transportation in the Headquarters

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Area and Vehicle Parking and Traffic - These revisions were submitted to OIS/RCD to update these logistics regulations. LSD provided most of the input for the rather minor changes that were made

The CIA Allowance Policy Committee - Concurred.

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liaison with the Office of Management and Budget - Concurred.

c. Headquarters Claims Review Board

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(a) The HRCB met, on 24 May 1983 in the DDA Conference Room at Headquarters, to discuss personal property claims processed during the past three years. As a result of this meeting, there is an increase in one category limit.

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(b) Status of personal property claims for the period
28 April through 25 May 1983:

Claims received
Completed
Claims in the processing cycle
Claims to be processed
Man-days backlog

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(c) [redacted] gave a personal property claims presentation to attendees of the Overseas Orientation Course (OTE) at Chamber of Commerce Building on 23 May 1983.

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Systems Analysis Branch/P&PS/OL
WEEKLY STATUS REPORT
Week of 16 to 20 May 1983

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I. Major Activities During the Past Week:

A. Support to OL:

AIM (Automated Information Management). [redacted]
OL Aim Administrator, attended the AIM ADMINISTRATORS CONFERENCE on 18 May held at Headquarters. This was the first all day conference on AIM for administrators. The topics presented were (1) Diary of a Mad AIM User, (2) AIM User's Perspective, (3) Customer Services Staff's Role in AIM, (4) Host Based Word Processing, (5) Administrator's Support to Users, and (5) User Generated Models. [redacted]

II. General Items:

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A. Support to OL:

TRAINING. [redacted] attended "The Emerging Information Age: Computers, Communications and People" conference in Anaheim, CA, on 16-19 May. [redacted]

MISCELLANEOUS. [redacted] Chief, Systems Analyst Branch/P&PS/OL, has returned from three months' TDY and reported to work on 16 May. [redacted]

III. Problems:

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None to report.

IV. Upcoming Events:

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None to report.

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